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OCT 24 1973

MEMORANDUM FOR: Chief, Security Staff, ODdE
                   Chief, Security Staff, OL
                   Chief, Special Security Center, OS
                   Chief, Information Systems Security Group, OS
                   Chief, Safety Branch, OS
                   Chief, Training Branch, OS

THROUGH: Chief, Physical Security Division, OS

25X1A   FROM:

████████████████

                   Acting Chief, Industrial Security Branch, PSD
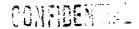
SUBJECT: Industrial Security Officers' Training
                   Course (U/AIUO)

1.   (U/AIUO) It is requested that addressees review the
attached course proposal for content and schedule, and provide
any comments, suggestions, additions, or deletions no later
than 24 November 1973. It would also be appreciated if you
could provide an approximate number of officers who might be
attending and in what other time frames you foresee a need
for the course to be conducted.

2.   (U/AIUO) The attached curriculum, when finally
approved, will form the basis of an Industrial Security
Officers' Training Course. A brief statement accompanying
each day's instruction sets forth the objective of each of
the days. The Industrial Security Branch (ISB) hopes that
the first running of this course will start on 29 January
1979 in the Washington, D. C. area.

3.   (U/AIUO) The overall objective of the course will
be to provide, to security personnel who attend, a general
familiarization with and an appreciation for the problems
and opportunities which they will face in their respective
industrial security positions. Further, attendees should
leave the course with a better understanding of how each of
the various offices engaged in the industrial security effort

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reacts with and supports each other. Please advise ISB in your response if you disagree with the overall objective, and provide your comments based on the depth of coverage and length of time which you think should be devoted to each topic. Otherwise, your comments, suggestions, additions, or deletions should be made with the above broad objective in mind.

4.   (C) If there are any questions or if additional information is needed, please contact ███████████ on   25X1A
extension ████

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Att

Distribution:
  Orig - C/SS/OD&E
     1 - C/SS/OL
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     1 - ISB Subject
     1 - ISB Chrono
ISB/████b (19 October 1978)

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Day 1
0900 - 1645

0900 - 0945	Course Administration (Introductions, Purpose, Predication)
0950 - 1015	Address by D/OS
1030 - 1050	Overview of the History of Industrial Security
1100 - 1145	Mission of the Agency's Industrial Security Program
1145 - 1300	Lunch
1300 - 1350	Mission of the Department of Defense Industrial Security Program*
1400 - 1445	Mission of the Agency's Industrial Security Branch
1500 - 1550	Mission of the Special Security Center
1600 - 1645	Mission of Compartmented Information Branch

Instructors - D/OS
                C/ISB
                SSC representative }   Agency
                CIB representative

      *Defense Logistics Agency representative-guest

--is a general look at the industrial security program of the Agency and a brief look at the DOD program and how it reacts to the Agency. The day ends with explanations of the important Intelligence Community functions of the Center and CIB.

Day 2
0830 - 1645

0830 - 0900   Selected Readings and Study

0900 - 1000   Basic statutes and regulations from whence
               Agency derives its procurement authorities,
               ASPR's, delegations of authority (including
               "special"), procurement organization (con-
               tracting teams)

1000 - 1200   Contract Cycle
               Pre-proposal planning (RFP's, IFB's)
1200 - 1315   Statement of Work (Security conditions/
(Lunch)   rqmts)
                  Types of contracts (RDE, Service, External
1315 - 1400   Analysis)
                     Negotiated vs. Formal Advertising
                     Fixed Price (Purchase Orders)
                     Cost Plus....Fixed Fee, Award Fee,
                        Incentive Fee
                  Source Selection (videotape)
                  Negotiation Techniques (Film)
                  Change Orders
                  Settlement (Boiler Plate)

1415 - 1500   Audits & Inspections
                  Financial (direct and indirect costs,
                     overhead; who pays for security
                     enhancements?)
                  Security (role of security officer as
                     member of contract team)

1515 - 1645   Synergy in Action (Teamwork)
                  Stresses responsibilities of:
                     Contracting Officer
                     Contracting Officer's Technical Rep (COTR)
                     Project Officer/Manager
                     Security Officer

--is a capsule version of the Project Officer in the Contract
Cycle. The biggest plus from this day will be the indoctrina-
tion to the jargon used in the world of U. S. Government/Agency
contracting.

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Day 3
0900 - 1645

0900 - 0930   Study and Selected Readings

0945 - 1045   Other contracting elements of the IC and their
               relationship to the Agency*

1100 - 1200   The NRO and its relationship to the Agency and
               other IC elements*

1200 - 1315   Lunch

1315 - 1430   Office of Logistics Security Staff Organization
               and Procedures

1445 - 1515   CONIF Briefing

1530 - 1645   Industrial Security and Security Access Approvals
               Processing

Instructors - CONIF Branch Staff
               OL Security Staff
               PSI/I&CB Members
               NRO Staff
               IC Contracting Personnel   *Guest

--continues in the morning session the generalized coverage
pursued in the first two days. A guest speaker from another
Intelligence Community Agency which contracts with industry
will describe the other Agency's mission, responsibilities,
and general rules of contracting. Another guest speaker will
draw all of the various elements in the Intelligence Community
and the NRO together and show how each is tasked to collect
and ultimately produce finished intelligence.

    The afternoon sees the course begin to get more specific
as the Office of Logistics organization responsibilities and
procedures are covered. As well, the approval processing pro-
cedures for both OL and DDS&T will be covered and the information
available to a security officer in the Contract Information
File is reviewed.

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Day 4
0900 - 1645

0900 - 0930   Study and Selected Readings

0930 - 1100   OD&E Security Staff Organization and Procedures

1110 - 1145   STEPS Briefing

1145 - 1300   Lunch

1300 - 1345   Communications Security Briefing

1400 - 1445   Agency Travel Regulations

1500 - 1545   Preparing for the Security Audit Inspection

1600 - 1645   SAG Support available to Industrial Security

Instructors - Communications Security Personnel
              STEPS Branch Staff
              OD&E Security Staff
              PSI/I&CB Members
              OS/B&F representatives
              ISB Personnel
              SAG Personnel

--OD&E responsibilities, procedures, and contract information
will be covered. The function of the security staff and how
it works day-to-day with the Contracting Officer is covered.
The STEPS briefing will cover the type of data available and
how it is useful to the inspector. The day ends with an
introduction to inspections and the first steps which should
be taken, Communications Security responsibilities, and the CI
problems which surface in industry.

Day 5
0900 - 1600

0900 - 0930   Study and Selected Readings

0930 - 1200   Mission of ISSG (to include explanation of
               TEMPEST, Media Storage Libraries, Computer
               terminology, security hazards in computers
               and a brief explanation of computer systems)

1200 - 1300   Some Computer Security Measures

1300 - 1430   Lunch and Travel to Headquarters

1430 - 1600   Tour and explanation of CIA Computer Center
               (GA-03)

Instructors - ISSG Personnel
              Computer Center Personnel

--Today is merely an introduction to the vast and complex
world of computer security. The tour of the Computer Center
provides an opportunity to view firsthand the problems, as
well as some practical applications of how to control auto-
mated data.

Day 6
0830 - 1615

0830 - 0900   Study and Selected Readings

0900 - 1000   Industrial Polygraph Program

1015 - 1145   Basics of Document Control

1145 - 1300   Lunch

1300 - 1530   Security Alarms

1530 - 1615   Beginning the security inspection/audit

Instructors - Polygraph Branch Personnel
              ISB Personnel
              SEB Personnel

--An explanation of the program and how it is accepted, as
well as a brief explanation of its effectiveness. An intro-
duction to the problems of controlling documents with an
emphasis on facilities which control large numbers. The
afternoon will be spent on an explanation of the basic
theory of the operation of perimeter and room alarm systems
and a look at some of the acceptable types and how to test.
The day ends with an explanation of the initial meeting and
first day's activities at a contractor facility.

Day 7
0900 - 1630

0900 - 0930   Study and Selected Readings

0930 - 1145   Security containers, vaults, secure areas,
               locks, doors (types of)

1145 - 1300   Lunch

1300 - 1345   Destruction Devices

1400 - 1630   Construction Terminology and Techniques

Instructors - SEB Personnel
              ISB Personnel
              OL/Facilities Branch Personnel

--The morning will be devoted to a review of the various
kinds of security containers, locks, doors, and control
devices found in industry, as well as a discussion of the
specifications for vaults, secure areas, and other storage
areas. After lunch, approved destruction devices will be
viewed and discussed. The last hour of the day will be a
brief discussion of blueprint reading, symbols, and what can
be learned from a facility by accurately interpreting blue-
prints and understanding some of the basics of building con-
structions.

Day 8
0830 - 1630

0830 - 0900   Selected Readings and Study

0900 - 1000   Technical Division Responsibilities - Telephones,
               intercoms, etc., problems

1015 - 1215   Safety for Industrial Security

1215 - 1330   Lunch

1330 - 1545   Conduct of the Audit

1600 - 1630   Conduct of the Exit Interview

--Technical Division will highlight its role in Industrial
Security and its progress in conducting inspections, and
discuss briefly some of the technical security problem areas
which an ISO should be aware of in visiting contractors. The
day ends with a detailed look at the areas to be covered in
conducting an inspection/audit and how the findings are pre-
sented to management. Safety Branch will provide an insight
into life safety and its role in industry, as well as cover
the permissible hardware items which can be recommended.

Day 9
0900 - 1630

0900 - 1630   Practical Exercise in conducting security
               inspections/audits

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--A physical security survey of the second floor of ███████
Building will be conducted simulating that the second floor
occupants perform contract work with the Agency. A scenario
setting for the storage areas and work areas will be provided
as part of the "preparation" portion of the audit.

    Personnel Security and Document Control "inspections"
will be accomplished by reviewing applicable sections from
companies previously inspected and submitting recommendations
as appropriate.

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Day 10
0900 - 1600

0900 - 1100   Practical Exercise Presentations and Critiques

1115 - 1300   Lunch

1300 - 1530   Course Wrap Up and Critique

--Practical exercise critique and course critique will pro-
vide the opportunity for attendees to provide criticism and
suggestions.

Selected Readings

1. USIB Policy Statement Establishing Physical Security Standards for Sensitive Compartmented Information Facilities

2. Green Book

3. White Book

4. S/T for Contractors

5. OSHA Regulations

25X1A   6. ████████ Report

7. Actual Audit Reports

8. DIAM 50-3

9. DOD 5220.22M
   (Industrial Security Manual For Safeguarding Classified Information)

10. Executive Order 12065

11. DCID 1/19 - Control, etc., of SCI

12. DCID 1/20 - Computer Security

13. Blake Task Force Report

14. 50 Questions and Answers